

Please Read Carefully
“Things you should know”

Thank you for inquiring about the meeting rooms at The Dr. Martin Luther King Library. Below you will find some useful information.

Room set ups: All of our rooms have standard set ups.

Room 225: The standard set up is **theater style (series of chairs in rows across the width of the room with an aisle way down the middle.)**

Room 229: The standard set up is a **hollow square (tables with chairs forming a square).**

Rooms 225/229: The standard set up is **Theater style.**

Rooms 255/257: The standard set up is **Classroom style (Tables side by side the width of the room with chairs behind them, similar to desks in a classroom).**

- Furniture provided by the University Library for meeting room set ups consist of : *Oblong tables (5 ft x 2.5 ft.) and armless wood/metal chairs*

Round tables, cocktail tables with stools, padded chairs, table cloths, etc. must be ordered through Spartan Catering at a cost to the group sponsoring the event/meeting.

Should you require a set up different then the standard set up mentioned above, please contact the Events Coordinator at (408)808-2011, to discuss your options 1 month prior to your meeting/event.

Room Tours: Are by appointment only, contact the Events Coordinator at (408)808-2011 to reserve a date and time.

Special Events: Requiring extra security.

Please read the following before filling out the SERF form.

Special Event Request Form/Event Summary (SERF) – This form must be completed by a person responsible for the payment of fees for the event security. It is critical that all appropriate information be provided on the SERF. Billing/payment information must be complete and accurate. Departments must list the account number to be charged. Student groups must list the ASBO account or purchase order number to be billed. A billing address must be listed.

SPONSOR GROUP RESPONSIBILITIES

The event sponsor must identify a single person to be in charge of the sponsoring group's responsibilities and act as the sponsor group supervisor (SGS). This person will be the point of contact for the Officer in Charge (OIC) and will maintain supervision of all student security and maintain liaison with the site supervisor.

Arranging Security – The University Police Department (UPD) will review and recommend the level of security required based on expected attendance, geographic areas of advertisement, presence of alcohol,

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event history, other campus and events during the same time period, time of the event, location or site of the event and duration of the event. For more information contact University Police at 924-2230.

Charges –The following rates reflect estimated costs for services, note that actual costs may vary.

\$60.00 per hour, per officer.

\$20.00 per hour, per police student assistant.

3 hour minimum charge per officer/student assistant.

A penalty fee of 25% will be added to all events that file their SERF with the University Police less than 14 days prior to the date of the event. No charges are made for the administrative time involved in planning and arranging security.

Attendance – The expected attendance listed on the SERF is used to determine the level of staffing that will be provided to the event. It is important that due consideration be given to an accurate prediction of the attendance level. The OIC has authority to limit attendance to the expected level or waive the limit and set a new limit contingent on the arrival of additional officers to assist with security for the larger attendance level.

Alcohol – Alcoholic beverages will only be allowed at events when properly licensed, dispensed and controlled in accordance with state laws and the San Jose State Presidential Directive Regarding Use of Buildings and Grounds. Failure to properly check identification of drinkers or violations of licensing requirements may result in the issuance of a citation, arrest of violators and/or closure of the event. Any anticipated use of alcoholic beverages must be listed on the SERF.

Guest Lists – It will be the responsibility of the SGS to appoint a person to be responsible to monitor admittance by a guest list. The person appointed must have full authority to make such decisions and must remain accessible at the event entry point.

Timelines – The times listed for the event are used in making staffing decisions for the event and are expected to be accurate. Additional time may be charged beyond the actual event times to allow for pre-event briefing, post event activities, time expended investigating crimes/incidents, and writing reports associated with the event.

Closing time – The listed end time for the event is expected to be met. Any changes in the end time must be negotiated with, and agreed to by the OIC and the library building manager. Any extension of the end time will be contingent upon the capability of maintaining an acceptable level of public safety at the site during the extended period.

Clearing – The event will not be considered ended until the crowd has been disbursed from the area, all clean up is concluded, and all people have left the building.

The SERF form can be submitted in the following ways: [..\Security\SERF form.pdf](#)

Delivered to: Events Coordinator, Dr. Martin Luther King Library, 4th floor Administration. (408)808-2011

By FAX: (408) 808-2020 **Attention: SPECIAL EVENTS/Events Coordinator**

What the library provides:

1. The room arrangement per the “agreed to” set up.

Note: rooms are arranged the night before the event, there is no library assistance during the day to rearrange room set ups at the last minute.

2. Media equipment provided and supported as specified on the reservation form. :
 - o Microphone at podium

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- Wireless Microphone (Handheld or Mic Pac)
- Internet Access (the King Library is a wireless library, see below for more information)
- Assisted Listening Devices
- Computer monitor projection with LCD Projector
- Video Cassette player with LCD projector
- DVD player with LCD projector
- Overhead transparency projector
- Slide projector

* The Library does not provide laptop computers

A Media services representative will be available to answer questions and support prior to your event start time. (Media Services help desk (408) 808-2129)

Videoconferences (~~≠~~ Webcasts)

Videoconferencing and Webcasts are not services supported in the King Library's public meeting spaces at this time.

Telephones and Audio conferences

University Computing and Telecommunications (UCAT) is responsible for *all* requests and support related to telephones or telephone lines.

- Rooms 225 and 255 have campus-only phones. These phones:
 - Do not dial numbers other than those of the SJSU campus.
 - Do not have speakers.
- Room 229 (when separate from 225) does not have a phone.
- Arrangements for other phones and/or outside phone lines must be made through UCAT. Charges may apply. Clients should be prepared with contact information for UCAT to obtain support before and during an event.
- The public network connection speed may be insufficient for satisfactory performance of Internet-based telephony services such as Skype.

Audio Recording (aka “Line Out” or “Line Feed”)

The audio systems in the King Library Meeting Rooms do not have a direct connection for an outside client (e.g. news organization) to record the sound being amplified by the in-house audio system. Persons wishing to make recordings must provide their own microphones and recording devices.

Wireless Microphones

Each of the individual second-floor meeting rooms is equipped with one wireless microphone receiver. A receiver works with only one microphone at a time.

When separable rooms are combined (i.e. the partition is open) to create one large room (e.g. 255/229 or 255/257) **a maximum of two wireless microphones can be used at a time.**

Client's Laptops and Wired Internet Access

Clients must provide their own laptops for use with the projection systems in the meeting rooms. To access the wired public network in the rooms, a client's laptop must be able to use DHCP obtain an IP address dynamically. To change the laptop's network settings, the client must have administrator access (i.e. "admin password").

Clients with laptops configured to work on a non-DHCP network will not work with the public network in the meeting rooms. If the client does not have administrator access to change the laptop's network settings, no one in the library will be able to make the client's laptop connect to the network.

Apple Laptops with Nonstandard Video Output Ports

Many Apple laptops have non-standard video output ports, such as DVI or mini-DVI. The video connection cable supplied with the meeting room projection systems has a standard VGA connector. Clients with Apple laptops should be advised to bring any video connection adapters that came with the laptop.

Wireless Internet Access

Anyone wishing to use the campus wireless Internet access must have an active account (username and password). **Wireless accounts are handled by UCAT.**

No one in the library supports wireless access or has the ability to provide wireless accounts. Arrangements must be made in advance for guest accounts. Information is available at:

http://www.sjsu.edu/networking/wireless/wireless_guest/

Platforms, Lighting Arrangements

Meeting rooms have none of the following available:

- Platforms, staging equipment (e.g. curtains)
- Specialized lighting (e.g. spotlights)

What the library does not provide:

1. The library does not provide flip charts, markers or white boards or easels.
2. The library is not responsible for personal items or business equipment left in the meeting rooms. Please contact the Library Lost and Found at the "Welcome Desk" on the main floor of the library for lost items.
3. Storage space for equipment, art or meeting supplies.

You are responsible for making sure that:

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1. you arrive **15** minutes earlier than your meeting start time (all of our Meeting rooms are kept **locked**). To have the meeting room doors unlocked you should contact:

Weekdays: 8:00am-5:00pm call ext. 2355 (Administration Receptionist) after 5:00pm call ext. 2635 (Security)

Weekends: call ext. 2635 (Security) to have the doors opened.

2. meetings/events are to be held **only** during the Library's public hours (if you are unsure of the hours of operation go to [http://www.sjlibrary.org/about/locations/for library hours](http://www.sjlibrary.org/about/locations/for_library_hours)).
3. all catering will be provided by Spartan Shops (408)924-1752.
 - a. The reception, hallways and exhibit areas are not considered extensions of the meeting rooms. No food is allowed to be served or stored in these areas.
4. meeting rooms are left clean. Spartan Catering is responsible for removing the catering dishes, linens and food only. Removal of trash off tables and floors is your responsibility.
5. **meeting room furniture is returned to its original setup (i.e. chairs pushed in and tables arranged back to the room set up upon your arrival)**
6. nothing can be hung, taped, or attached to the walls, doors, and podiums.
7. room capacity is posted in the meeting room do not exceed the maximum number allowed. Room capacity is strictly enforced.
8. loud noises that are disruptive to other patrons/students are not allowed (Maximum decibel level is .90).
9. all changes to *reservation dates, times and room set ups (including requests for items not provided under a standard set up)* MUST be in writing, no later than 48 hours prior to the event. They can be faxed to 808-2020 or hand delivered to the 4th floor Administration Suite, Meeting Room Coordinator (408)808-2476.

The Library reserves the right to change room assignments as deemed necessary. The requestor will be notified of any such changes immediately.